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ADMINISTRATIVE INFORMATION FOR MANAGEMENT SYSTEMS/PROCESSES	Course Number: IV.D
	INSTRUCTOR NOTES AND TRAINING MATERIALS

I. COURSE OBJECTIVES
    A. Demonstrate familiarity with ISO 9000 Series standards
    B. Understand how Contract Administration Services are involved in Government surveillance
    C. Acquire an awareness of Mil-Q-9858A and Mil-I-45208A
    D. Become familiar with NASA Reports 1018 and 533

II. REFERENCES
    A. ISO 9000 Series
    B. Mil-Q-9858A
    C. Mil-I-45208A
    D. NHB 7120.5
    E. Federal Acquisition Regulations
    F. NISTIR 4721
    G. NISTIR 5122
    H. ASQC Brochure: ANSI ASCZ-1, Committee on Quality Assurance Answers the Most Frequently Asked Questions about ISO 9000
    I. Management Reporting for Contractors, August 1994

III. INSTRUCTOR'S AIDS
    A. Viewgraphs I-1 through I-86 and II-1 through II-45
    B. Instructor's Guide (this document) (Parts I and II)
    C. Student Notes (Parts I and II)
    D. Student Test (Parts I and II)
    E. Instructor's Test Guide (Parts I and II)
    F. ISO 9001:1994/Mil-Q-9858A Requirements Comparison (Part II only)

IV. EQUIPMENT
    A. Overhead projector and screen
    B. Chalkboard and/or other illustration equipment (optional)

V. OTHER SOURCES OF TRAINING
    A. Contractor Performance Surveillance Overview (NASA Web-based Training)
    B. Federal Acquisition Regulations (NASA Web-based Training)
    C. DCMC/DCAA Interface (NASA Instructor-based Training)
    D. Project Surveillance Plan Overview (NASA Web-based Training)
    E. Contractor Interface (NASAWeb-based Training)

For more information on available NASA training, contact Patricia Pahlavani, Code QM, NASA Headquarters, (202) 358-1167, patricia.pahlavani@hq.nasa.gov)

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Management Systems/Processes

The following list outlines the composition of each delivered segment of the NASA training module entitled "Management Systems/Processes."

Presentation Slides

PowerPoint document consisting of the following:

- Part I: Slides I-1 through I-86
- Part II: Slides II-1 through II-45

Slides are numbered in lower right corner.

Instructor's Guide

Pages in Microsoft Word 6.0 table format with text outlined in a black border. Pages are numbered in upper right corner as follows: Page 1 of 63, Page 2 of 63, etc.

Student Notes

Presentation slides reduced to half-page size with room for students to take notes or record comments. Part I includes 86 pages, and Part II includes 45 pages.

Student Test

48 test questions for Part I and 21 test questions for Part II to assess level of knowledge gained from this training; in Microsoft Word 6.0 format

Instructor's Test Guide

All test questions with correct answers and feedback in PowerPoint viewgraph format to assist instructor in "grading" the student tests.

ISO 9001:1994 Versus Mil-Q9858A Requirements Comparison

Student handout for Part II of this module.